



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 3104.3  
N09C1  
15 APR 2002

OPNAV INSTRUCTION 3104.3

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel attached)  
  
Subj: NAVAL COMBAT CAMERA (COMCAM) PROGRAM POLICY,  
RESPONSIBILITIES, AND PROCEDURES  
  
Ref: (a) OPNAVINST 3104.1  
(b) OPNAVINST 3501.320A (NOTAL)  
(c) SECNAVINST 5720.44A  
(d) DODD 5040.4 of 30 Sep 96 (NOTAL)  
(e) DODD 5040.5 of 29 Aug 95 (NOTAL)  
  
Encl: (1) Navy COMCAM Procedures  
(2) Visual Information (VI) Definitions

1. Purpose

a. To implement the Navy COMCAM Program established in reference (a).

b. To further define policy, operational doctrine and assign responsibilities for the planning and execution of the Navy COMCAM mission in support of fleet and joint operations under reference (a).

c. To specify readiness, resources and equipment requirements naval COMCAM forces must maintain.

2. General

a. Fleet Combat Camera Units are organized, expressly trained and equipped to provide rapid deployment COMCAM assets to support military exercises, operations, and emergencies of the operating forces. This includes providing real-time electronic imaging capabilities to document force deployments and activities of the Navy, and when tasked, other services, before, during and after military engagements.

b. The Assistant Secretary of Defense (Public Affairs) (ASD[PA]), in accordance with DOD Instruction 5400.14, "Procedures for Joint Public Affairs Operations," of 22 January 1996 (NOTAL), provides policy guidance for the employment of joint combat camera teams and the distribution of their products. Reference (a) and this instruction implements these policies and procedures for the U.S. Navy.

c. The success of COMCAM depends on two primary factors, timely access to areas of operation, and the timely exploitation of collected imagery. Regardless of classification or sensitivity, operational events must be visually documented as they occur. COMCAM visual records are a vital and often only source of operational and technical information for decision-making at all levels, historical documentation, public affairs and other Navy mission purposes.

d. COMCAM imagery is a valuable decision making tool for Fleet Commanders in Chiefs (CINCs), Naval Operating Forces Commanders and Combatant Commands. Additionally, COMCAM imagery is also a valuable tool for informing the public. Therefore, this imagery is available simultaneously to:

- (1) Secretary of Defense
- (2) Chairman, Joint Chiefs of Staff (CJCS) and the Joint Staff.
- (3) Secretary of the Navy
- (4) Chief of Naval Operations
- (5) Combatant Commands.
- (6) CINCs of Joint Task Forces, Functional Component Commands and Service Components.

e. Official visual information documentation is used for operational and combat support as well as public affairs purposes. It is an essential aspect of significant operations, exercises and evolutions. Such documentation provides a one-time visual record of Navy and Marine Corps participation in significant and often historical events and is used in numerous ways.

f. Use of combat documentation for public affairs purposes is especially important when news media representatives

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themselves are not on the scene or are delayed in reaching the combat area.

g. Operational commanders should not confuse combat documentation with "press photography" or restrict official photographers from key events, because the events are "sensitive" or because the resultant visual material may reveal classified information. Documentation often yields intelligence on which operational decisions are made. Moreover, in the public arena, adversaries have been known to manipulate the media through carefully-timed release of biased stories. Without combat documentation, leaders and spokespersons are often left to counter the propaganda with words only.

h. The Joint Combat Camera Center (JCCC) is the official central reception center for all Combat Camera still and video imagery. The JCCC quickly processes and distributes COMCAM imagery to key users in the Pentagon, National Capital Region, and Unified Commands. The JCCC ensures that only cleared imagery is released to the public.

3. **Applicability and Scope.** This instruction applies to the Naval Operating Forces. The scope of the Navy COMCAM program includes still and motion imagery supporting military operations and the processes and resources that support the program. This is a new instruction and should be read in its entirety.

4. **Definitions.** See enclosure (2).

5. **Mission.** The mission of Navy COMCAM is to provide the Navy, the CJCS and the Unified Combatant Commands with a directed imagery capability in support of operational and planning requirements during worldwide crises, contingencies, exercises, and wartime operations.

6. **Policy**

a. Navy COMCAM resources shall be maintained by the Naval Operating Forces to provide rapid deployment COMCAM force packages in accordance with the Joint Operation Planning and Execution System (JOPES), and identified by Unit Type Codes (UTCs) specified in reference (b) and in appendix A to enclosure (1), to support all phases of military exercises, operations and emergencies.

b. COMCAM responds to tasking for Joint Operations initiated by the Joint Staff, Supported Combatant Commands and

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their component commanders via the appropriate Fleet CINC. (See enclosure (1)).

c. COMCAM responds to tasking for Navy operations, exercises, and contingencies via the appropriate CINC. (See enclosure (1)).

d. Original COMCAM imagery will be forwarded to the Navy Component Accessioning Point in accordance with reference (a) and the Imagery Management instruction authorized by OPNAVINST 3104.1.

e. Exploitation of COMCAM imagery shall be prioritized to support the local commander and each echelon of command in turn. Within the limits of technology, COMCAM imagery will be made available simultaneously to: on-scene commanders; Joint Task Force (JTF) Commander; Supported Combatant Command; Joint Chiefs of Staff (JCS); Joint Staff; Military Services; and Public Affairs.

f. Each command element shall be aware that other echelons have a comparable need for immediate access to COMCAM imagery to support their respective mission objectives, which include briefs, after-action requirements, historical records, and training. COMCAM imagery is also used to support public affairs, intelligence, historical documentation, information warfare (IW), training and other significant objectives.

g. Still and motion imagery, and captions produced by combat camera teams will have security classifications established and controlled at the source in accordance with DOD Directive 5200.1, "DOD Information Security Program," of 15 December 1996 (NOTAL), and will be reviewed for public release in accordance with reference (c).

h. Per reference (d), the Joint Combat Camera Center (JCCC) shall serve as the central DOD reception and distribution center for all COMCAM and Joint Interest Imagery.

i. The JCCC distributes imagery to the Secretary of Defense, Joint Staff, Military Services, the Office of the Assistant Secretary of Defense (Public Affairs) (OASD (PA)), Unified Combatant Commands, Defense Agencies, and other authorized Agencies. All COMCAM imagery, including imagery not cleared for release, shall be forwarded to JCCC via the most expedient means.

j. Users of COMCAM imagery must determine whether imagery has been released in accordance with Public Affairs (PA) guidance. If COMCAM imagery is not released, appropriate action must be taken to prevent the unauthorized distribution of that imagery.

k. COMCAM imagery is highly perishable, quickly losing its value to decision-makers and public affairs officials if not forwarded quickly. Therefore COMCAM managers must work with Public Affairs (PA) to develop procedures that will expedite the timely flow of COMCAM imagery, and to eliminate unnecessary delays.

l. Per reference (e), COMCAM forces shall never manipulate imagery to alter the physical reality of the subject portrayed.

m. COMCAM personnel must, as a minimum, receive the following specialized training: COMCAM management, Survival, Evasion, Resistance & Escape (SERE), basic field training, small arms training, environmental survival appropriate to the projected operational environment, and basic firefighting. In addition, COMCAM personnel must have completed the Naval Enlisted Classification (NEC) generating courses in photojournalism, video production, electronic imaging or motion media appropriate to the billet they are filling. For specific training requirements and course numbers see appendix B to enclosure (1).

n. The Navy Combat Camera Planning Group (NCCPG), established as a working group of the Navy VI Steering Committee by reference (a), will function as the deliberative body that advises and assists Chief of Naval Operations (CNO), Fleet CINC and Commander Naval Reserve Force (COMNAVRESFOR) staffs in preparing and updating COMCAM plans, in determining resource requirements, and in developing standards.

## 7. **Action**

a. Special Assistant for Public Affairs Support (NO9C), per reference (a), in addition to other duties:

(1) Serves as the flag officer to provide oversight and to manage the Navy COMCAM Program.

(2) Serves as warfare sponsor for COMCAM.

(3) Provides policy oversight for COMCAM within the Navy.

(4) Provides a representative to the NCCPG.

b. The Assistant for Naval Media (CNO (N09C1)) shall, in addition to other duties:

(1) Appoint an OPNAV COMCAM Officer from the Office of the Assistant for Naval Media (CNO (N09C1)).

(2) Monitor the effectiveness of the COMCAM program.

(3) Provide leadership for development of Navy VI COMCAM program guidance, policies, management objectives, plans, programs, architecture and systems integration.

(4) Ensure that COMCAM and VI policy, guidance and procedural instructions are developed and disseminated to Navy components and activities, and that such guidance and responsibilities are promptly and thoroughly executed.

(5) Advise and assist Navy VI COMCAM Program Resource Sponsors to include formulation of Program Objective Memorandum (POM) and justification of special exhibits.

(6) Chair the NCCPG to:

(a) Advise and assist Fleet CINC and COMNAVRESFOR staffs, as required, to prepare and update operational plans for proper tasking of COMCAM support as required.

(b) Coordinate efforts among Visual Information (VI) functional and training managers to ensure the adequacy and effectiveness of COMCAM training.

c. OPNAV COMCAM Officer:

(1) Will liaison with Chief of Naval Operations (CNO) and Fleet CINC N3/N5 staffs to ensure Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV), and CNO COMCAM requirements are properly coordinated and met.

(2) Represent the Navy as a member of the JCCPG.

(3) Coordinate the NCCPG.

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(4) Identify, through the JCCPG, applicable standards for interoperable COMCAM equipment, procedures and training.

d. Commander in Chief, Atlantic Fleet (CINCLANTFLT), Commander in Chief, Pacific Fleet (CINCPACFLT), and COMNAVRESFOR per reference (a) shall, in addition to other duties:

(1) Develop, maintain, train and equip COMCAM resources to provide rapidly deployable COMCAM assets for the documentation of war, planning and execution of force deployments and activities before, during, and after military engagements, operations, and emergency actions. These resources will be available for tasking by:

(a) Fleet and cognizant commanders of the Operating Forces of the Navy and their staffs;

(b) The Unified Combatant Commands, the Sub-unified Commands and Joint Task Force Commanders and their staffs, and;

(c) The Joint Staff and other Federal Agencies, as directed.

(2) Identify to the Supported Combatant Commands and Joint Task Force (JTF), via the appropriate chain of command, those Navy specific Information Warfare objectives, military actions, or specified areas of interest to be visually documented during joint operations.

(3) Ensure Navy COMCAM resources are made available to Navy and Joint commanders at all echelons to meet Joint requirements such as State Funeral Plans and the augmentation of the JCCC.

(4) Integrate planning concerned with implementing operations and management actions (Deliberate Planning) for Navy COMCAM Program with other Navy planning systems.

(5) Ensure sufficient COMCAM resources are available to fulfill Force Package requirements to support military operations detailed and tasked via JOPES.

e. CINCLANTFLT and CINCPACFLT shall, in addition to other duties, designate a senior VI officer to act as the Fleet COMCAM representative to:

(1) Provide oversight of Fleet operational plans to ensure Navy Operating Forces have established appropriate levels of COMCAM tasking in worldwide crisis, operations other than war, exercises and wartime operations;

(2) Ensure an experienced COMCAM staff officer participates in all exercise/operational development processes;

(3) Ensure that the organization, training, resources and equipment are adequately maintained to provide COMCAM documentation in support of the Navy's complete Joint Strategic Capabilities Plan (JSCP) tasking;

(4) Ensure that assigned COMCAM units employ still, and motion media and related equipment, as identified by the JCCPG and the NCCPG, to ensure maximum interoperability within the Navy and with other Military Services to support operational requirements.

(5) Provide Fleet representation to the JCCPG and NCCPG, when tasked by CNO (N09C1).

(6) Designate an officer to serve as Fleet COMCAM Officer as defined in paragraph 7d.

(7) Coordinate with the OPNAV COMCAM Officer to implement this instruction.

(8) Plan for employment of Fleet and COMNAVRESFOR COMCAM resources to support naval and joint visual imagery requirements.

(9) Ensure coordination between COMCAM units and tasking originator on requirements for workspace, billeting, messing, field communications, imagery transfer capability (i.e., SIPRNET, NIPRNET, INMARSAT, POTS, etc.), tactical transportation, and on mission prioritization in support of deployed Navy COMCAM forces.

(10) Provide a copy, when appropriate, of Fleet policies, plans and significant correspondence pertaining to naval COMCAM issues to the OPNAV COMCAM Officer.

(11) Ensure Fleet components have adequate policy and procedures to rapidly task, mobilize and deploy naval COMCAM resources in support of naval and joint operations using the JOPES system.



(12) Regularly monitor the readiness of Fleet COMCAM forces by using the Status of Resource and Training System (SORTS) and evaluate real-world performance in wartime operations, contingencies, or exercises to ensure optimum organization, equipage, and training of COMCAM resources of the Fleet CINCs and the Operating Forces.

(13) Ensure COMCAM forces; Naval Reserve Imaging/Audiovisual Unit forces; and, when tasked by the Fleet CINCs through the appropriate type commander(s), all VI resources aboard fleet shipboard visual information support centers (VISCs) and shorebased VISCs comply with this instruction during joint and Fleet operations.

(14) Ensure Time Phased Force Deployment Data (TPFDD) for COMCAM units are accurately entered into the Global Command and Control System (GCCS) for deployments using strategic lift.

(15) Ensure all subordinate VI activities, both shipboard and shorebased, support COMCAM forces as required for exercises and operations.

f. Fleet COMCAM Officers shall:

(1) Maintain, equip and train adequate deployable COMCAM personnel to meet Navy VI requirements and to augment Combatant Commands, JTF staffs and JCCC, with image acquisition, processing, and COMCAM force planning and management in extended crisis situations.

(2) Ensure COMCAM forces have adequate UTCs registered in the JCS Type Unit Characteristics (TUCHA) file to meet the full spectrum of Fleet component operational requirements and to integrate into a Joint COMCAM management team, JTF staff, or a Combatant Command staff.

(3) Develop policy and procedures to ensure COMCAM forces are identifiable, visible, and reported in the Status of Resources and Training System (SORTS).

(4) Ensure all selected COMCAM imagery is properly identified, captioned, reviewed for release, and expeditiously forwarded to JCCC or Chief of Information (CHINFO) per reference (a). Ensure properly documented originals are forwarded to the Component Accessioning Point when all local requirements have been met.

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(5) Ensure COMCAM forces meet all Individual Personnel Tempo (ITEMPO) requirements.

(6) Ensure Navy COMCAM forces deploy with sufficient functional equipment, spares, supplies and other resources to accomplish their mission tasking for a 30-day period, unless specifically tasked otherwise. This does not include workspace, billeting, field communications, messing, or dedicated transportation (tactical vehicles) support required by deployed Navy COMCAM forces and provided by tasking originators.

8. **Procedures**. See enclosure (1).

9. **Form**. DD 2537 (Feb 94), Visual Information Caption Sheet is provided as appendix F to enclosure (1).

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OPNAVINST 3104.3  
N09C1  
15 APR 2002



## **Naval Combat Camera Procedures**

Enclosure (1)

## **Procedures**

1. Purpose
2. Dissemination of Imagery
3. Forwarding of Imagery
4. Command Relationship and Tasking Authority
5. Navy Combat Camera Planning Group (NCCPG)
6. Joint COMCAM Teams
7. Motion Media Procedures
8. Imagery Preparation
9. Joint Combat Camera Center
10. Records Disposition

**Appendix A - Navy Combat Camera Unit Type Codes (UTC)**

**Appendix B - Navy COMCAM Readiness and Resource Requirements**

**Appendix C - Imagery Preparation**

**Appendix D - Visual Information Record Identification Number  
(VIRIN) Format**

**Appendix E - IPTC Header Data Blocks**

**Appendix F - Visual Information Caption Sheet, DD Form 2537**

## NAVY COMBAT CAMERA PROCEDURES

**1. Purpose.** COMCAM imagery, acquired using still photo and video cameras, provides command, control, and management authorities, who may not necessarily be on the scene of deployment, the ability to visualize the essence of ongoing activities. COMCAM records of Navy activities are an important, and often, the only source of operational and technical imagery and information for decision-making at all levels and for informing the public via dissemination by public affairs (PA). COMCAM requirements should not be confused with PA or press media pool requirements. While COMCAM imagery may eventually be used for PA purposes, its primary use is as an operational decision-making tool. COMCAM personnel must be allowed access to information and areas that might otherwise be denied to PA and media personnel. COMCAM personnel must be allowed to photograph all aspects of an operation or event; decisions on classification, sensitivity, or public release may be made afterward through intelligence, operations, and PA staff coordination. COMCAM imagery requirements include, but are not limited to:

- a.** Key actions before during and after mobilization, deployment force generation, and force employment.
- b.** Assessing the effectiveness of force preparations, support operations, and attainment of objectives; problem identification; evaluating the effectiveness of weapons systems, intelligence-related activities; medical support and intelligence; PA purposes; and countering enemy propaganda.
- c.** Historical documentation.
- d.** Stock imagery.

**2. Use of Imagery.** The use of COMCAM imagery shall simultaneously support the following:

- a.** On-scene commander.
- b.** Joint Task Force (JTF) Commander.
- c.** Supported Combatant Command.
- d.** National Command Authority (NCA), Joint Chiefs of Staff (JCS), Joint Staff, and Military Services.

e. Public Affairs.

f. After-action requirements, historical record, and training.

**3. Forwarding of Imagery.** In every situation, expeditious distribution of imagery to recipients is essential. Properly captioned digital still imagery and video compilations with properly documented run sheets will be forwarded to Joint Combat Camera Center (JCCC) by fastest means. Original negatives, transparencies, digital still image files and video tapes will be retained and forwarded with proper documentation to the Component Accessioning Point as soon as practical.

**4. Command Relationships and Tasking Authority.** COMCAM resources shall be under the operational control of the supported Combatant Commander. Navy specific tasking for all COMCAM resources should be requested via the supported CINC. Joint tasking should be requested via the applicable J3 with info copies as follows:

**a. Atlantic Fleet**

TO: CINCLANTFLT NORFOLK VA//N3/5/7/N357VI//  
INFO: FLTCOMBATCAMLANT NORFOLK VA//00//

**b. Pacific Fleet**

TO: CINCPACFLT HONOLULU HI//N3/N315//N31/N311VI//  
INFO: COMNAVAIRPAC SAN DIEGO CA//N3/N03B/N01//  
FLTIMAGCOMPAC SAN DIEGO CA//00/30//

**c. Joint Tasking**

TO: JFCOM NORFOLK VA//J36//  
INFO: CINCLANTFLT NORFOLK VA//N3/5/7/N357VI//  
FLTCOMBATCAMLANT NORFOLK VA//00//

TO: USCINCPAC HONOLULU  
HI//J3/J32/J325//J30IO/J398/J399//  
INFO: CINCPACFLT HONOLULU HI//N3//N315//N31/N311VI//  
COMNAVAIRPAC SAN DIEGO CA//N3/N03B/N01/  
FLTIMAGCOMPAC SAN DIEGO CA//N00/N30//

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**5. Navy Combat Camera Planning Group (NCCPG).** The NCCPG is an established working group of the Navy VI Steering Committee headed by CNO (N09C1) and comprised of representatives from CINCLANTFLT, CINCPACFLT, CHINFO, and Commander, Naval Reserve Force (COMNAVRESFOR). The NCCPG will meet on an as-needed basis to advise and assist OPNAV, Fleet CINC and COMNAVRESFOR staffs in preparing and updating COMCAM plans, determining resource requirements and developing standards, as well as to assist and advise the OPNAV COMCAM Officer who sits on the Joint Combat Camera Planning Group (JCCPG).

**6. Joint COMCAM Teams.** Regardless of source or composition, COMCAM teams deployed in response to tasking by the JCS, Joint Staff, or by a Unified or Specified Command shall be considered a joint COMCAM team. While COMCAM personnel shall normally document the activities of their own military service, this may not always be practical or possible. Forming joint multi-service COMCAM teams, however, must be done only when preparations and training of all team members are adequate and suitable for the deployment environment and mission type. The senior COMCAM officer or non-commissioned officer (NCO) shall serve as an ad hoc member of the J-3 staff and shall be responsible for coordinating COMCAM requirements and directing the activities of the joint COMCAM team.

**7. Motion Media Procedures.** COMCAM personnel should be selective when videotaping an event, but also must ensure that the substance of the event is documented. VI is important for the field commander's immediate use, and may be used in its unedited state. Higher authorities, i.e., NCA, JCS, etc., need loosely edited versions of key aspects of events. More specific coverage may be obtained as directed. All materials must be forwarded to JCCC by the most expeditious means.

**8. Imagery Preparation.** No image enhancement (cropping, color balance, contrast, etc.) is to be done prior to transmitting imagery from the field. Standards for preparing imagery for transmission are in appendix C to enclosure (1). Each unit of media which is distributed to On-Scene, JTF or Supported Combatant Commanders, or that is transferred to JCCC shall be assigned a Visual Information Record Identification number (VIRIN). Format of the VIRIN is described in appendix D to enclosure (1). Each VI/COMCAM record produced must be properly documented prior to distribution and/or transmission. Still photo captions and video run sheets must identify what is happening, who is depicted, equipment nomenclatures, when and

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where the action is occurring, and by whom the imagery was recorded. Slating of all COMCAM material is mandatory. Digital still imagery caption data will be entered into imbedded IPTC headers per appendix E to enclosure (1). Use of DD 2537 (appendix F to enclosure (1)) is mandatory for all hard copy still images forwarded to JCCC or CHINFO.

**9. Joint Combat Camera.** The JCCC is the single center in the national capitol region for ensuring that COMCAM imagery is received, processed and distributed to the Joint Staff, Military Services, and other Agencies, as required. COMCAM teams must transfer imagery by fastest means possible to JCCC. Both still and video imagery should be digitized and transmitted electronically. COMCAM Officers shall coordinate with JCCC and/or CHINFO (OI-22) prior to deployment on primary and secondary file transfer methods and protocols.

**10. Records Disposition.** Once all local requirements are met, COMCAM units shall forward all original VI record material to the Component Accessioning Point at the Naval Media Center for accessioning to the Defense Visual Information Center (DVIC) per OPNAVINST 3104 series on imagery management.

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## Appendix A - Navy Combat Camera Unit Type Codes (UTCs)

**1. Purpose.** To establish the rapid deployment COMCAM force packages in accordance with the Joint Operation Planning and Execution System, Volumes II (Supplemental Planning Formats and Guidance) and IV (Crisis Action Procedures)(NOTAL). Navy COMCAM force packages shall be developed from the following UTCs:

**a. N26CM (Combat Camera Management).** Provides command and control, functional management, and/or staff assistance of combat camera resources. This UTC is capable of overseeing combat camera operations including: managing tasking, compiling sitreps, product transmission, still, video and digital editing and duplication, staff and training support. Monitors the arrival and redistribution of subordinate units, maintenance and spares program, budget and supply, equipment distribution, transportation and personnel. Capable of coordinating Navy COMCAM issues. Tactical radios included. Small arms capable. Can augment any N26 series UTC.

Title	NEC	Rank	Number
Combat Camera Officer	647X	03-01	1
Leading Chief	PH8144/8148	E7-E6	1

**b. N26DT (Combat Camera Documentation Detachment).** Provides independent documentation of service combat operations, contingencies, and significant events. Augments battle staff to provide functional management of combat camera resources and coordinates activities of organic photo assets when required. Can document in day/night, nuclear, biological, chemical (NBC), ground, at-sea and aerial environments. Capabilities include: video documentation; video editing with distribution in VHS, Betacam SP or HI-8; acquisition and processing of still film-based and digital images; imagery transmission services using portable/installed secure/non-secure equipment; logistic and management functions for detachment, including maintenance, supply, spares, equipment and transportation. Maintenance capability is limited to cleaning, field inspection and minor repair. Tactical radio and small arms capable. If assigned ashore, UTC must be provided two 4WD vehicles by operational commander to support ground mobile operations. This UTC is a combat trained field unit.

Title	NEC	Rank	Number
Crew Chief	PH 8144/8148	E7-E6	1
Videographer/Editor	PH 8144	E6-E5	1
Videographer	PH 8143	E6-E4	1
Videographer	PH 8143(8288)	E6-E4	1
Photojournalist	PH 8148/8147	E6-E5	2
Electronic Imaging Specialist	PH 8193	E6-E4	1
Aerial Photographer	PH 8288	E5-E4	1
Broadcast Engineer	IC 4747	E6-E5	1
Broadcast Operations Specialist	JO 3221	E5-E4	1

**c. N26ED (Video Editing).** Capabilities include: video editing and duplication with distribution in VHS, Betacam SP or HI-8. Maintenance capability is limited to cleaning, field inspection and minor repair. Tactical radio and small arms capable.

Title	NEC	Rank	Number
Videographer/Editor	PH 8144/8143	E7-E6	1
Videographer/Editor	PH 8143	E6-E5	1
Journalist	JO 3221	E5-E4	1
Broadcast Engineer	IC 4747	E6-E5	1

**d. N26VA (Video Documentation Team).** Capable of providing video documentation of combat operations, contingencies, exercises and significant events. Can document in day/night, NBC, ground, at-sea and aerial environments. Operator maintenance limited to cleaning and field inspection. Tactical radio and small arms capable. If assigned ashore, UTC must be provided one 4WD vehicle by operational commander to support ground mobile operations. This UTC is a combat trained field unit.

Title	NEC	Rank	Number
Videographer	PH 8144	E7-E5	1
Videographer	PH 8144/8143	E6-E5	1
Videographer	PH 8144(8288)	E5	1

**e. N26SA (Still Documentation Team).** Provides still documentation of combat operations, contingencies, exercises and significant events. Can document in day/night, NBC, ground, at-sea and aerial environments. Images acquired in 35mm film,

slide and digital format. Limited processing. Transmission by installed/portable secure/non-secure equipment. Operator maintenance limited to cleaning and field inspection. Tactical radio and small arms capable. If assigned ashore, UTC must be provided one 4WD vehicle by operational commander to support ground mobile operations. This UTC is a combat trained field unit.

Title	NEC	Rank	Number
Photojournalist	PH 8148	E6-E5	1
Photojournalist	PH 8148/8147	E5-E4	1
Electronic Imaging Specialist	PH 8193	E6-E4	1

**f. N26UW (Underwater Combat Documentation Team).** Capable of providing imaging and documentation support of multi-service underwater operations (Underwater Construction Teams, Explosive Ordinance Disposal (EOD), Special Operation Commands, mobile diving and salvage units) including: still digital and 35mm film-based systems; digital video; digital imaging and transmission; and limited motion video editing. Members are qualified Navy divers (NEC 5342 or 5343). Members have secondary specialties of Electronic Imaging Specialist, NEC 8193; Videographer, NEC 8143; or Videographer/Editor, NEC 8144. Tactical radio and small arms capable. Can deploy alone or can augment any N26 series UTC as required.

Title	NEC	Rank	Number
Diving Supervisor/ Underwater Photographer	PH 5342	E7	1
First Class Diver/ Underwater Photographer	PH 5343	E6-E5	2
Second Class Diver/ Underwater Photographer	PH 5343	E5-E4	2

## **Appendix B - Navy COMCAM Readiness and Resource Requirements**

- 1. Purpose.** COMCAM imagery, acquired using still photo and video cameras, provides command, control, and management authorities, who may not necessarily be on the scene of deployment, the ability to visualize the essence of ongoing activities.
- 2. Response Capability.** COMCAM team readiness shall be equal to and consistent with the forces with which they are tasked to deploy. COMCAM managers shall be provided access to secure voice communications, as needed, to support mission coordination.
- 3. Motion Video Capability.** COMCAM teams shall employ equipment with compatible technical formats or ensure their ability to interface for interoperability with other service COMCAM units while deployed in joint COMCAM operations. COMCAM teams shall deploy with a digital imaging capability to facilitate expeditious transmission of COMCAM imagery to the JCCC.
- 4. Field Videotape Editing and Duplicating Capability.** COMCAM teams shall have a field videotape editing and duplicating capability. Besides providing the capability to support on-scene briefings presented in joint and/or combined operations centers, this will also facilitate approval of COMCAM imagery by host-nation officials when deployed outside the CONUS.
- 5. Still Photography.** COMCAM teams shall deploy with a digital imaging capability to facilitate expeditious transmission of COMCAM imagery to the JCCC. Commercial transportable satellite communications systems are available in CONUS for deployment. Digital files, used with these systems or with commercial telephone, Defense Switched Network (DSN), INMARSAT, etc., provide rapid point-to-point transmission of images from virtually anywhere in the world. Images transmitted in this manner via non-secure means must be cleared by appropriate officials before transmission.
- 6. Film-Based Backup.** COMCAM teams shall consider deploying with film-based still cameras to serve as a backup capability to ensure mission accomplishment consistent with the operational environment and forces with which COMCAM teams are deployed. Camera types shall be coordinated to ensure interoperability.

Additionally, equipment coordination is necessary to ensure all mission requirements are met.

**7. Tempest Secure Video and Communications Equipment.** To the maximum extent possible, TEMPEST consideration shall be given to video and communications equipment.

**8. Personnel Readiness.** COMCAM units and personnel assigned the mission of rapid response shall have sufficient organic field equipment to sustain themselves in hostile and austere environments and, when tasked by higher authority, to integrate themselves into the joint combat force environment.

**9. Personnel Clearances.** COMCAM personnel shall maintain at least a SECRET security clearance.

**10. Passports.** COMCAM personnel shall maintain a current official passport that shall be carried with them during a deployment.

**11. Travel Clearances.** Navy VI managers shall ensure that COMCAM teams obtain or be provided all required U.S., foreign government, and military command clearances, as needed, before departure and employment for any tasking. Ensuring that these clearances are granted before deployment will avoid problems for the team and prevent potential embarrassment for the United States.

**12. Weapons.** COMCAM personnel who may be deployed into a hostile fire environment shall be small arms qualified. COMCAM units shall maintain mobility stocks of these weapons to accompany COMCAM teams deployed with combat forces. The COMCAM team must have a sufficient capability to protect itself while integrated into a combat environment.

**13. Training.** Deployments on crisis situations or deployments to areas where a U.S. presence is politically sensitive present special challenges to COMCAM personnel -- especially those deployed first and especially if the environment is austere, there are airlift constraints within the theater, and the COMCAM team size is limited. In these instances, COMCAM personnel must be experienced in all aspects of their mission. Maximum field training shall be conducted to acquire and hone these skills. COMCAM teams should train to operate in the type environment and with the operational forces with which they are tasked to deploy.

**a. Training requirements:**

(1) Survival, Evasion, Resistance & Escape (SERE) training. Course number D-2G-0025.

(2) Combat Camera Readiness Training Course (AMC CTCRT) (E-2 to E-6). Course number 353 (AMC), Quota management: HQ AMC/SCMV, DSN 576-4600/4609.

(3) AMC Combat Camera Officer Course (AMC CTCOT)(E-7 to O-4). Course number 352 (AMC), Quota management: HQ AMC/SCMV, DSN 576-4600/4609.

(4) Broadcast Operations Director (NEC 3251). Course CIN: S-570-3251-01 (Selected members only).

(5) Broadcast Engineering Technician (NEC 4747). Course CIN: S-198-0053 (Selected members only).

(6) Diver First Class (NEC 5342). Course CIN: A-433-0025 (Selected LANTFLT members only).

(7) Diver Second Class (NEC 5343). Course CIN: A-433-0022 (Selected LANTFLT members only).

(8) Motion Media Cameraman (NEC 8143). Course CIN: S-400-2010 (Selected members only).

(9) Motion Media Director/Editor (NEC 8144). Course CIN: S-400-2014 (Selected members only).

(10) Photojournalism Specialist (NEC 8147). Course CIN: S-570-0017 (Selected members only).

(11) Photojournalist (NEC 8148). Course CIN: S-400-2013 (Selected members only).

(12) Aerial Cameraman (NEC 8288/8201). Course CIN: None. NEC awarded after OJT (Selected PH's with NEC 8201 only).

**b. COMCAM Unit Personnel Qualifications Standards (PQS)(Training after arriving at gaining command):**

(1) General Shipboard Firefighting. Course number: J-495-0412.

(2) Nuclear, Biological and Chemical warfare familiarization. (No specific course available.)

(3) Shipboard Security Engagement Tactics (SSET).  
Course number: K-830-2213.

(4) Shipboard Security Engagement Weapons (SSEW).  
Course number: K-830-2223.

(5) Desert Survival Training (DEST). Course number:  
E-2D-0052. (As needed.)

(6) Cold Weather Environment Survival. Course number:  
D-2G-0012. (As needed.)

**14. Organic Workspace.** Hard quarters are desirable to support field video editing and maintenance for COMCAM teams. However, COMCAM teams shall maintain organic equipment to allow them to operate in austere environments when hard quarters are not available.

**15. Organic Tactical Transportation.** In most crisis situations, it can be anticipated that contract or host-nation transportation assets will not be available. Optimum transportation for COMCAM teams is a four-wheel drive, camouflaged, six-passenger cargo vehicle (or similar suitable alternative) with a covered cargo area. The vehicle should be equipped with a field radio. Lack of four-wheel drive capability will severely limit the ability of the COMCAM team to document visually the activities of deployed combat units. If COMCAM unit/UTC is assigned ashore, four-wheel drive vehicles must be provided by operational commander to support ground mobile operations.

## **Appendix C - Imagery Preparation**

**1. Purpose.** To issue standards and procedures for preparing, captioning and transmitting imagery to JCCC and to CHINFO News Photo. The intent is to produce high quality, properly captioned imagery that is optimized for efficient transmission while meeting the needs of decision-makers, news organizations and accessionists.

### **2. Image preparation**

**a. Acquiring Images from a Digital Camera.** Perform no color corrections unless you have been trained in this area. Mistakes made with this process will drastically change the look of the image and are impossible to reverse. If colors are inaccurate, the fix to this problem is likely to be through the downloading of up-to-date firmware or installing hot-mirror filters. These are the two most common solutions to color problems.

**b. Scanning Images.** Recommend use of a 32-bit, three color scanner utilizing area array technology. Scan imagery using the below settings:

Resolution: 2000 pixels/in (PPI - not DPI)  
Sharpening: Off  
Cropping: Crop slide mounts or negative mask areas only. Do not crop image areas.

**c. Cropping.** Minimize cropping to allow end users to crop according to their needs. Do not resize or resample the image.

**d. Color/Brightness Correction.** Due to variations in monitors and field conditions, and to allow end users maximum flexibility in satisfying end-use specifications, do not make adjustments to brightness or color.

**e. Embedded Data (IPTC Fields).** Do not cut and paste text into the File Info or MediaGrid from Microsoft Word, or other word processors. Word processors introduce odd characters that appear when the caption is presented by a Web browser. JCCC maintains a DOD site license for MediaGrid. This free captioning software (MediaGrid) is available on the JCCC website.



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**f. Captioning.** All caption information shall be imbedded in standard IPTC data fields utilizing the cross-reference table in appendix E to enclosure (1).

**g. File Format.** Save all images as JPEG files. Compression should be 10:1 (image quality "8" (High) in Photoshop). Format should be "Baseline," or "Standard" vice "Optimized."

**h. File Name Convention.** Use the VI Record Identification Number (VIRIN) (see appendix D to enclosure (1)) as the filename, with no spaces, and with ".jpg" as the extension. Ex. 970718-F-1207R-001.jpg

**Appendix D - Visual Information Record Identification Number  
(VIRIN) Format**

1. The VIRIN is the life-cycle number used for accessioning, storing, and retrieving of all DOD media. Each unit of media, which satisfies the definition of an official Navy VI record shall be assigned a VIRIN. For example, unless discarded, each original 35mm transparency or negative, each original digital still image file, each original roll of motion picture film, or each original videotape cassette recorded or produced by persons acting for or on behalf of Navy activities, functions or missions shall be assigned a VIRIN.

2. **Format.** The VIRIN shall consist of 15 data elements, in four fields, separated by three hyphens, for a total of 18 characters, organized in the alphanumeric format NNNNNN-A-NNNNA-NNN.

a. **Field 1 (NNNNNN):** The year, month and day of acquisition or origination.

b. **Field 2 (A):** The Service affiliation or status of the acquirer or originator. Consult the following table for the appropriate abbreviation.

A	Uniformed member, civilian or contract employee of the Army
C	Uniformed member, civilian or contract employee of the Coast Guard
N	Uniformed member, civilian or contract employee of the Navy
F	Uniformed member, civilian or contract employee of the Air Force
M	Uniformed member, civilian or contract employee of the Marine Corps
G	Uniformed member, civilian or contract employee of the Coast Guard
D	Other Civilian or contract employee of the DOD
O	To indicate a person not falling into one of the categories above

c. **Field 3 (NNNNA):** In the case of all categories above except O, the last four numbers of the acquirer's or originator's Social Security Number, followed by the first letter of his or her last name. In the case of category O above, 9999 followed by the first letter of the acquirer's or originator's last name.

d. **Field 4 (NNN):** The approximate order in which each unit of media was acquired or originated by the person identified in Fields 3 and 4 on the day identified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall reflect the approximate order of a given person's image acquisition or origination

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activities on a given day, without regard to variables such as media, so that no two units of media are assigned identical VIRINs.

**3. Example of a VIRIN:** The fourth image or video segment created and not discarded by PH1(AW) John Doe, SSN 123-45-6789, on March 23, 1998, would be assigned the VIRIN 980323-N-6789D-004.

**4.** Fields 2 and 3 of the VIRIN for a unit of media created by more than one individual shall reflect the individual who was the lead creator or head of the team responsible for creating the item.

**5.** Copies shall bear the VIRIN of the original, even if conversions between analog and digital, or changes in medium, format, compression, or size occur during the copying process.

**6.** Imagery or other units of media that are derived from existing, VIRIN-bearing materials, but which differ significantly in appearance relative to that from which derived, shall, upon creation and unless discarded, be assigned their own VIRIN.

**7.** The "Image Number" field of any embedded IPTC caption shall reflect the image's VIRIN.

**8. Motion Imagery Procedures.** A slate which includes the VIRIN, the date, location, videographer, and subject matter shall be recorded immediately prior to any subject matter, whenever possible, and another slate shall be recorded immediately prior to any change in subject matter, videographer, or day on the same videotape.

**9.** Compilations of motion imagery, that substantially reflect the original appearance of their components, shall bear the VIRINs of those components. For other compilations, assign a new VIRIN.

**Appendix E - IPTC Header Data Blocks**

IPTC Field Name		Field Contents for DoD Images																						
IPTC Header Name	DoD Required Information																							
Object Name	VIRIN	Enter the Visual Information Record Identification Number  Format: YYMMDD-(Service Letter - These are the same as shown in the Service Shown field below)-SSN(last Four only)R(first letter of Photographer's last name)-000(sequence number of image for that day, starting with 001)  For example: 960115-F-1207R-001																						
Urgency	Not Used	Make no entry in this field																						
Category Code	Service Shown	Enter the code for the service Branch of the subjects in the Image. The codes are: <table><tr><td>Code</td><td>Meaning</td></tr><tr><td>A</td><td>Army</td></tr><tr><td>C</td><td>Coast Guard</td></tr><tr><td>D</td><td>DoD Civilian</td></tr><tr><td>F</td><td>Air Force</td></tr><tr><td>J</td><td>Multi-Service (more than one service shown in photo, such as Army troops boarding an Air Force Aircraft)</td></tr><tr><td>K</td><td>Foreign (troops or subject matter from one nation - not multinational)</td></tr><tr><td>L</td><td>Multi-national (troops or subjects from more than one nation Shown in photo)</td></tr><tr><td>M</td><td>Marine Corps</td></tr><tr><td>N</td><td>Navy</td></tr><tr><td>O</td><td>Other (use this when there are only civilians or when there are no people or Military Service-related subject at all in the picture)</td></tr></table>	Code	Meaning	A	Army	C	Coast Guard	D	DoD Civilian	F	Air Force	J	Multi-Service (more than one service shown in photo, such as Army troops boarding an Air Force Aircraft)	K	Foreign (troops or subject matter from one nation - not multinational)	L	Multi-national (troops or subjects from more than one nation Shown in photo)	M	Marine Corps	N	Navy	O	Other (use this when there are only civilians or when there are no people or Military Service-related subject at all in the picture)
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N	Navy																							
O	Other (use this when there are only civilians or when there are no people or Military Service-related subject at all in the picture)																							

Supplemental Categories (Note: Photoshop allows many entries in this area. Please limit your entries to these four:	Classification	Normally this should be Unclassified can be FOUO. The JCCC can handle up to Secret, however you must make arrangements prior to transmitting classified files. Classified files are NOT handled in the same system.
	Classification Authority	The authority cited authorizing the classification of an image. <b>Normally left blank.</b>
	TDY Email/Phone #	The Email address of the photographer, or a phone number, at the TDY location. This is for JCCC use so they can contact the photographer/editor in case there are questions about the images. The number is expected to become invalid quickly.
	Photographer' Home Unit Email/Phone #	The Email address of the photographer, or a phone number, at the HOME UNIT location. This is for JCCC or CAP use so they can contact the photographer in case there are questions about the images.
Keywords	Keywords	Single word entries. Leave this blank under normal circumstances. However, when images show Multi-Service subjects, please note the services shown as individual keywords.
Special Instructions	Public Release Instructions	Enter the name and rank of the releasing authority for images approved for release by a field Public Affairs Officer.
Date Created	Date Shot	The date the image was taken. This date must match the date in the VIRIN's date. The format is: YYYYMMDD.
Byline	PH Rank & Name	The photographer's Rank and Name (first and last names).
Byline Title	PH Home Unit	The photographer's home unit.
City	Base/Locale	The base or locale of the shoot.
Province-State	State/Prov.	The state or province of the shoot, use the two letter codes.
Country	Cntry/Area	The country or area of the shoot. Use the three letter code. For ocean areas enter the area, i.e. IOR (Indian Ocean Region), for aerials use either the country code for the country being flown over, or the ocean area code for the ocean being flown over.

Headline	Operation/Exercise Name	The name of the operation or exercise. If not part of an operation or exercise leave blank.
Credit	PH TDY Unit	The unit the photographer was temporarily assigned to during the shoot (must be on official orders). If not assigned then leave blank.
Source	Image Source	The media used to capture the image, either Digital or Film is entered here (do not enter the film type or format).
Caption	Caption	Enter the caption information here in accordance with the guidelines of Chapter 2. Do not repeat information gathered elsewhere in this header. Ensure the names of recognizable individuals are listed (do not list home towns). Identify recognizable equipment and weapons systems. Captions should be no more than 100-150 words.  When identifying two or less individuals their names should be in the body of the caption. With three or more individuals list their names at the end of the caption.
Caption Writer	Caption Writer	The name of the individual writing the caption, if other than the photographer. This applies if you edit the caption written by the photographer.
Original Transmission Reference No.	Command Shown	Enter the Major Command of the unit photographed. For example: Air Mobility Command or Atlantic Fleet or FORSCOM or EUCOM.

## Appendix F - Visual Information Caption Sheet

CLASSIFICATION OF THIS PAGE			
<b>VISUAL INFORMATION CAPTION SHEET</b>			
1. PROJECT/EXERCISE/EVENT TITLE		2. VIRIN	3. DATE RECORDED (YYMMDD)
4. CAMERA OPERATOR (Rank/Name/Home Unit)		5. MEDIA/FILM TYPE	6. TAPE/ROLL/DISC NUMBER
7. CLASSIFICATION OF MEDIA		8. CLASSIFICATION OF CAPTION	
9. CLASSIFICATION AUTHORITY			
10. SYNOPSIS/COVER STORY			
a. LOCATION		b. DESCRIPTION OF PROJECT/ACTIVITY/EXERCISE/EVENT	
11. INDIVIDUAL IMAGERY DESCRIPTIONS		a. CAMERA NUMBER	
b. TIME CODE: HR:MIN:SEC/ NEG-SLIDE NUMBER	c. DESCRIPTION (Who, what, when, where, how, and why)		d. CLASSIFICATION OF SCENE/ IMAGE
DD Form 2537, FEB 94 (EG)		Previous edition is obsolete	
CLASSIFICATION OF THIS PAGE			

Designed using Perform Pro, WHS/DIOR, Oct 96

## **VISUAL INFORMATION (VI) DEFINITIONS**

**Adopted AV Production.** An AV production produced or commercially acquired by one Component or Federal agency that a DOD Component obtains for its internal use.

**Accessioning.** The acts and procedure by which records are taken into the physical custody of a records center, archival agency or other records repository.

**Architecture.** As used here, describes the structure of components (or elements), their relationships, and the principles and guidelines governing their design and evolution over time. Technical architectures deal with hardware and software systems and how they are designed and configured. Process architectures deal with how and what business practices are carried out to accomplish a function.

**Armament Delivery Recording.** Motion picture, still photography, and video recordings showing the delivery and impact of ordnance. This differs from reconnaissance imagery in that it records the act of delivery and impact and normally is done by the weapon system delivering the ordnance. Used primarily for evaluating strike effectiveness and for combat crew training. It is also one of the principal sources of over-the-target documentation in force employments.

**Audio.** Relates to recording, production, and reproduction of sound, especially the sound portion of a VI production (e.g., a motion picture, videotape, or slide and tape).

**Audiovisual (AV).** One or more of the various audio or visual media other than traditionally printed materials such as books. Included are still photography, motion photography, videography, audio recording and playback, graphic arts, presentation services, and associated support services.

**Audiovisual (AV) Production.** An AV production is distinguished from other VI productions by the combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for the conveying information to, or communicating with, an audience. (See "VI Production" for the definition of all other forms of production.)

**Audiovisual based.** Is those means and products using the senses of hearing and sight either separately or in combination to communicate ideas or information audiovisually. Not included are books, newspapers, magazines, brochures, and other printed documents.



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**Benefit Cost Analysis.** Part of an on-going management oversight process to ensure proper allocation and efficient use of resources to accomplish agency missions by comparing the value a process adds to the mission in relation to its cost to perform.

**Cable Television System (CATV).** Distributes one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers of subscribers who pay for such service. CATV facilities are commercially owned and operated.

**Caption Data.** Short explanatory or descriptive data accompanying imagery. Caption data records include DD Form 2537 "Visual Information Caption Sheet," shot sheets/lists, camera operator's notes in either paper or machine-readable form, and, in digital still images, embedded International Press Telecommunications Council (IPTC) header captions.

**Centrally Managed.** A single organization unit or command which determines requirements, provides approval authority, sets standards, acts as an inventory manager or control point, budgets and procures for multiple users.

**Centrally Procured.** Procurement of material, supplies, or services by an officially designated command or agency with funds specifically provided for such procurement for the benefit and use of the entire component or, in the case of single managers, for the military departments as a whole.

**Clearance.** The procedures used to determine release authority for VI products or information proposed for public dissemination. This involves determination that the product or information has no classification, policy, legal, or copyright restrictions that would preclude public access.

**Closed Circuit Television (CCTV).** Point-to-point signal transmission by cable or directional radiation where the audience is limited by physical control or nonstandard transmission.

**Combat Camera (COMCAM).** The acquisition and utilization of still and motion imagery in support of military operations. COMCAM does not include imagery specifically acquired by intelligence activities

**COMCAM Forces.** Rapid deployable teams, specially trained and equipped to acquire, process and transmit classified and unclassified still and motion imagery.

**COMCAM Imagery.** Still and motion images of military operations acquired by COMCAM forces, regardless of medium in which the images are acquired, transmitted, or displayed.

**Commercial Activity (CA).** An activity operated and managed by a DOD Component that provides to the Government products or services that are available from private commercial sources.

**Commercial VI Production.** A completed VI production that is purchased off-the-shelf, i.e., from the stocks of a vendor.

**Communications process.** The exchange of ideas, data, and information, regardless of the forms or technologies used.

**Computer Generated Graphics.** The production of graphics through an electronic medium based on a computer or with computer techniques.

**Component Accessioning Point (CAP).** A central point in the DOD Components for the receipt, selection, and accessioning of imagery.

**Consultation Services.** The process of seeking or offering professional or expert advice, guidance, or information.

**Contract VI Production.** A VI production produced by a commercial producer under contract to the DOD.

**Cover Story.** A story accompanying imagery which describes the event, operation, action, or activity that the imagery depicts and puts the imagery in a context that the viewer can understand.

**Customer Representative (CR).** The CR represents the requesting Component or Agency at the production activity; ensures that the script and production conform to Component or Agency policy and objectives; has approval authority over script and production at established milestones; works with the Component or Agency's Technical Advisor and the production activity's project officer to determine or arrange for production logistics support (personnel, facilities and equipment). (See "Technical Advisor".)

**Dedicated VI Activity.** A VI activity whose products and services are provided only to a specified organization or function. Includes activities within deployable elements of the operating forces.

**Defense Automated Visual Information System (DAVIS).** A standard automatic data processing system utilized throughout the DOD for

VI management purposes at DOD Component and major command levels. It includes a production data base covering production, acquisition, inventory distribution, product status, and archival control of AV productions and VI materials; and a VI facilities data base that includes activities, facilities, personnel, and funds.

**Deliberate planning.** Planning concerned with implementing operations and management actions.

**Direct Cost.** Any item of cost (or the aggregate thereof) which may be identified specifically with any objective, such as a product, service, program, function, or project; usually, but not necessarily, limited to items of material and labor. The distinction between direct and indirect costs is often arbitrary or is based on convenience and cost accounting simplicity without sacrifice of reasonable accuracy in overall costs of specific objectives.

**Dissemination.** The distribution of VI products or information to the public.

**Distribution.** The NAVIP initiated forwarding, sending or circulating of VI products and information for internal use or to other governmental agencies.

**DOD Component.** An organization that is part of the office of the Secretary of Defense (and its field activities), one of the Military Departments, part of the Organization of the Joint Chiefs of Staff, one of the Defense Agencies, or one of the Unified and Specified Commands.

**Duplication.** The making of copies from an earlier generation of VI materials including all copies beyond the original or master copy.

**Electronic News Gathering (ENG).** A form of electronic journalism. The application of a portable video system to record newsworthy events.

**End-Item (Equipment).** A final combination of products, component parts, or material that is ready for its intended use (e.g., a photographic enlarger with lenses and negative carriers).

**Environment.** The aggregate of external procedures, conditions, and objects that affects the development, operation, and maintenance of an information system.

**Evaluation.** The process used to determine the amount, value, or benefit of an entity or function.

**Executive Agent.** A DOD Component to which responsibilities and authority have been assigned to carry out certain duties centrally that would otherwise be exercised by the DOD Components individually. An official or office delegated administrative or supervisory responsibility to execute the provisions of a law or government-directed programs or duties.

**Film or Video Clip.** A limited form of VI product. An assemblage of motion picture footage or videotape (usually documentary) in continuity, usually without editorial or optical effects, and normally without audio except that recorded during the documentation using single system sound or video recording. Simple titles may be used for identification purposes.

**Graphic Arts.** The design, creation, and preparation of two and three dimensional audiovisual based products including charts, graphs, posters, and visual materials for VI productions, VI products, printed publications, displays, presentations, and exhibits prepared manually, by machine or by computer.

**Identifiable Additional Costs.** Costs incurred to support the customer that are above the suppliers normal operating costs.

**Imagery.** The imitation, copy, or representation of a person, place, or entity captured, depicted, fixed, recorded, drawn, or stored on a photochemical, electronic, electro-optical, or mechanical medium for the purpose of reference, display, transmission, storage, or distribution to communicate ideas or information.

**Indirect Costs.** An item of cost (or the aggregate thereof) that is incurred for joint objectives and may not be identified specifically with a single final objective, such as a product, service, program, or project.

**Information.** Any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

**Information Communication Process.** The set of rules or procedures used to collect, process, maintain, transmit, and disseminate information.

**Information Resources.** Includes both government information and information technology.

**Information Technology.** The hardware and software operated by a Federal agency or by a contractor of a Federal agency or other

organization that processes information on behalf of the Federal government to accomplish a Federal function, regardless of the technology involved, whether computers, telecommunications, or others. It includes automatic data processing equipment as that term is defined in Section 111(a)(2) of the Federal Property and Administrative Services Act of 1949. For the purposes of OMB Circular A-130, automatic data processing and telecommunications activities related to certain critical national security missions, as defined in 44 U.S.C. 3502(2) and 10 U.S.C. 2315, are excluded.

**Intelligence Report.** A VI report. An assembly of VI documentation prepared to fulfill a duly assigned responsibility for intelligence collection, analysis or dissemination.

**Interactive.** Refers to VI productions designed for communication applications in which viewers can make decisions prompted by choices offered in the program which trigger further information and feedback to be presented.

**Interactive Videodisc System (IVD).** A visual medium for instructional delivery that employs the integration of videodisc or compact disc with computer technologies to provide a high degree of interaction between the student and the instructional program. IVD uses a computer-driven videodisc or compact disc player to randomly access selected sequences of frames to present visually based interactive courseware.

**Interagency Support.** Support provided by a Military Department or Federal agency for another Military Department or Federal agency.

**Inventory Control Point (ICP).** An organizational unit or activity which is assigned the primary responsibility for the material management of VI material, products, productions, and records. Material inventory management includes cataloging direction; requirements computation; procurement direction; distribution management; disposal direction; and, generally, rebuild direction.

**Joint Interest Imagery.** Imagery that depicts subjects of known or probable interest to the National Command Authority (NCA), the Office of the Chairman of the Joint Chiefs of Staff (OJCS), or more than one DOD Component. All COMCAM imagery shot in the Joint environment is assumed to be Joint Interest Imagery. Other imagery, both from COMCAM sources and other-than-COMCAM sources, that depicts subjects of known or probable interest to the NCA, OJCS, or more than one DOD component, is also Joint Interest Imagery.

**Joint-Interest Production.** A VI production in which each of two or more DOD Components share some degree of interest, contribute support and intend to use.

**Joint Visual Information Services (JVIS).** VI services operated and maintained by a DOD Component to support more than one DOD organization.

**Life cycle management.** A management process that governs a process or system from conception to final disposition.

**Linear.** Refers to video editing in which each shot or scene is recorded in sequence to create a complete presentation. By contrast non-linear video editing devices allow for scenes to be selected in random order and then be assembled electronically into the final sequence.

**Major Claimant VI Management Office (MCVIMO).** A staff office at the major claimant management level, which prescribes and requires compliance with VI policies and procedures and reviews operations.

**Mechanism.** A particular technique or technology for implementing a function.

**Mixed Media.** A combination of one or more VI media and one or more non-VI media, such as a film strip and accompanying printed material.

**Motion Media.** A series of images, viewed in rapid succession giving the illusion of motion, obtained with a motion picture or video camera.

**Multimedia.** A combination of more than one VI medium used in a single production.

**Naval Imaging.** The collection, processing, storage, retrieval and exploitation of representations through photographic, electronic or electro-optical means in support of Navy missions and tasks.

**Navy Combat Camera Program.** A uniform, systematic, and comprehensive life cycle management program to provide and insure availability of complete, accurate, timely, and accessible visual information records of United States naval military operations and activities for decision making, historical and other uses.

**Naval Visual Information Program (NAVIP).** All of the VI functions individually or collectively in the NAVIP and their processes and elements, including products, services, resources,

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organizations, and information, and their governing and controlling mechanisms.

**Official NAVIP Imagery.** All photographic and video images, regardless of the medium in which they are acquired, stored, or displayed, that are recorded or produced by persons acting for or on behalf of NAVIP activities, functions, or missions.

**Original.** The initial photographic image, photographic or magnetic sound recording, or video recording as compared with subsequent stages of duplication. Frequently referred to as record (VI) material.

**Operational Documentation (OPDOC).** VI COMCAM documentation of activities to convey information about people, places and things. It is general-purpose documentation normally done in peacetime. (See "VI Documentation").

**Optical Instrumentation.** Use of optical systems, coupled with photographic or television recording devices that may include audio, to record scientific and engineering phenomena for measurement and analysis. It may include the recording of data to correlate optical images to time or space positions, or other engineering data.

**Performance Measures.** A significant measure used on its own or in combination with other key performance indicators to monitor how well a business is achieving its quantifiable objectives.

**Performers.** Persons who play dramatic roles, narrate (on or off screen), pose or otherwise perform in VI productions.

**Permanent VI Record Material.** Those VI products which document the organization, functions, policies, procedures, personalities, essential transactions, and significant mission and support activities of the DOD, a DOD Component, or a subordinate element thereof. Includes those VI products containing information that is unique in substance, arrangement or manner of presentation; depicting phenomena; utilizing or depicting new technology; representing an advance in the state-of-the-art; and/or having current or potential value from an historical perspective.

**Photography.** The process or art of rendering optical images on sensitive surfaces by electronic or chemical action stimulated by light or other forms of radiant energy such as X-rays or infrared radiation.

**Photojournalism (PJ) (PHOJO).** Conveying a story through still photography of a significant DOD event, normally to support the news media or internal DOD publications.

Enclosure (2)

**Planning.** The process of plotting or designing a scheme of arrangements of methods, actions or procedures to be implemented to accomplish a project or defined purpose.

**Preprint Material.** For motion picture, all original picture and sound material, organized in finished, synchronized form as matrices for the reproduction of projection prints directly from "A" and "B" rolls or from an internegative. (The equivalent in video is the edited master.)

**Principal Interest Component(s).** The Component(s) that are the primary subject(s) of imagery. For example, the primary interest components of a photo of Air Force planes flying over a Navy ship would be the Air Force and Navy even though the photograph was taken by an Army photographer.

**Process.** A definition of how and in what sequences one or more business functions are to be carried out in a system. A business function is what a business needs to do; a process is what a system needs to do; a mechanism is how the system does it.

**Production Costs.** All direct and indirect costs incurred from the time of activation through approval of the first acceptance copy of the production. This does not include the cost of copies for distribution.

**Production Files.** The textual records which pertain to each VI production.

**Proprietary VI Production.** A completed VI production, including IVD, acquired from a proprietary source, either profit or non-profit. Includes commercial VI productions.

**Ready Access File.** A collection of VI products, in one or more formats, for which there is a frequent requirement, which are maintained at a customer service point for issue to authorized customers at the time of request to reduce delays in service. Once in a ready access file, items may be kept in this status as long as demand justifies.

**Released.** Refers to the determination made by the NAVIP that a NAVIP VI product is authorized to be provided to the public.

**Reproduction.** The making of copies from an earlier generation of VI materials. It includes all copies beyond the original or master copy.



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**Retrieval.** The processes associated with recovering or withdrawing VI materials from interim or archival storage or filing.

**Seamless.** A mechanism in which its operating processes and connections are transparent to the user.

**Semi-current Records.** Records, not qualifying as current records, required so infrequently in the conduct of current business that they should be moved to, and maintained by, a records center.

**Still Photography.** The medium used to record still imagery, including negative and positive images.

**Strategic planning.** The planning that provides for broad long term guidance to shape the direction and set priorities for a function or organization.

**Tangible audiovisual based end-items.** The NAVIP VI Products resulting from accomplishing the NAVIP.

**Technical Advisors (TA).** Component or agency representatives having detailed knowledge of the subject matter of a VI production requested by a Component or Agency. They are assigned to assist the production activity by ensuring technical accuracy of a production script and the production itself. Additionally, the TA, with the Command Representative and the production activity's project officer, is responsible to arrange for production logistic support (personnel, facilities and equipment).

**Technical Documentation (TECDOC).** VI documentation (with or without sound as an integral documentation component) of an actual event made for evaluation purposes. Typically, TECDOC contributes to the study of human or mechanical factors, procedures, and processes in the fields of medicine; science; logistics; research, development, test and evaluation; intelligence; investigations; and armament delivery.

**Technical Guidance.** Specialized or professional guidance and direction exercised by an authority of the naval establishment in technical matters.

**Technical Report.** A VI report. An assemblage of TECDOC (still or motion media) to report on a single mission or project-related event.

**Video.** Electronic recording and playback of imagery.

**Videography.** Recording, processing, or displaying visual imagery electronically.

**Video-teleconferencing.** Two-way electronic voice and video communication between two or more locations; may be interactive voice and video, or two-way voice and one-way video; includes full-motion video, compressed video, and freeze (still) frame video.

**Visual aid.** A type of VI product in any of the audiovisual based formats designed to help communicate information.

**Visual Information (VI).** Use of one or more of the various visual media with or without sound. VI includes still photography, motion picture photography, video recording with or without sound, graphic arts, visual aids, models, displays, visual presentation services, and the support processes.

**Visual Information System.** Equipment or a group of equipment components (including Interactive Video Disc and/or visually based equipment) which performs a VI function, produces a VI product, or provides a VI service.

**VI Activity.** An organizational element or a function within an organization in which one or more individuals are classified as VI, or whose principal responsibility is to provide VI services. VI activities include those that do the following:

- a. Expose and process original photography;
- b. Record, distribute, and broadcast electronically (video and audio);
- c. Reproduce or acquire VI products;
- d. Provide VI services;
- e. Distribute or preserve VI products;
- f. Prepare graphic artwork;
- g. Fabricate VI aids, models, and displays;
- h. Provide presentation services or manage any of these activities.

**VI Distribution.** The cataloging and distribution process of the central distribution activities and the loan operations of field VI libraries.

**VI Documentary Activity.** The process of objective factual capture and recording of events or activities using audiovisual-based imagery and audio.

**VI Documentation (VIDOC).** Motion media, still photography, and audio recording of technical and non-technical events, while occurring, and usually not controlled by the recording crew. VIDOC encompasses COMCAM, OPDOC, and TECDOC.

#### **VI Equipment**

**a. Production.** Items used for the recording, producing, reproducing, processing, broadcasting, editing, distribution, exhibiting, and storing of VI. Includes professional still, motion picture and video cameras; editing equipment, telecine equipment, audiotape and cassette duplicators; computer-generated graphics systems; film and paper processing equipment photographic printers.

**b. Non-production.** Items used to maintain, repair, store, retrieve, exhibit or otherwise provide for the use of VI products. Includes videotape/disc players and television monitors; interactive video equipment; and, slide, film strip, motion picture, overhead, opaque and video projectors.

**c. Other.** When items that could otherwise be identified as VI equipment are an integral part of a non-VI system or device (existing or under development), they shall be managed as a part of that non-VI system or device.

**VI Facility.** A building or a space within a building or ship, owned or operated by the Federal Government, that houses an authorized VI activity. Transportable or portable VI equipment (such as a video recording van or portable VI equipment used in a temporary housing) also shall be classified as a VI facility.

**VI Functions.** The individual VI processes of photography, videography, graphic arts, VI production, duplication, distribution, records preservation, presentation and related technical services that support the NAVIP and its missions.

**VI Library.** A VI facility which loans and maintains VI media and equipment.

**VI Management Office (VIMO).** A staff office at the CNO, major claimant (MCVIMO), command or other management level, which prescribes VI policies and procedures, and reviews and oversees its portion of the NAVIP.

**VI Materials.** A general term which refers collectively to all of the various VI still and motion films, tapes, discs, or graphic arts. Includes the original, intermediate and master copies, and any other recorded imagery.

**VI Personnel.** Personnel possessing professional and technical knowledge, skills, and qualifications to perform or support the VI functions.

**VI Production.** The process of combining or arranging any separate audio or visual product(s) in continuity in a self-contained, complete presentation that is developed according to a plan or script for conveying information to, or communicating with, an audience. A VI product is also the end item of the production process. The special kind of VI production that combines motion media with sound is further defined as "AV production." Used collectively, VI production refers to the functions of procurement, production, or adoption from all sources; i.e., in-house or contract production, off-the-shelf purchase, or adoption from another Federal agency.

**VI Products.** VI media elements such as motion picture and still photography (photographs, transparencies, slides and film strips), video and audio recordings (tape or disc), graphic arts (including computer generated products), models, and exhibits. The "VI production" is a unique form of VI product and usually is addressed separately.

**VI Records.** Visual information (i.e. imagery and related captions) recorded by a Navy activity and designated as record material per the requirements of both Federal law and Federal regulations. While a VI record resides on some form of physical media (such as film, tape, or disk), the record is the informational content as distinct from the media on which it resides.

**VI Records Center.** A facility specially designed for efficient low-cost temporary storage, referencing, and retrieval of VI records prior to final disposition.

**VI Report.** VI documentation assembled to report on a particular subject or event.

**VI Resources.** The personnel, facilities, equipment, products, budgets, and supplies which comprise the NAVIP.

**VIRIN.** Visual Information Record Identification Number. An alphanumeric designator assigned to a VI record other than a VI

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production. The primary life cycle number under which VI records are tracked.

**VI Services.** Those actions of the NAVIP that:

- a. Result in obtaining a VI product;
- b. Support the preparation of a completed VI production such as photographing, processing, duplicating, sound and video recording, instrumentation recording, film to video transferring, editing, scripting, designing, and preparing of graphic arts;
- c. Support existing VI products such as distribution and records center operations;
- d. Use existing VI products, equipment, equipment maintenance, and activities to support other functions such as projection services, operation of conference facilities, video-teleconferencing, or other presentation systems.

**VI Support Center (VISC).** The VI activity that provides general support to all installation, base, facility or site organizations or activities. It may include: motion picture, still photo, television and audio recording for non-production documentary purposes, their laboratory support, graphic arts, VI library and presentation services.

**VI System.** Equipment or a group of equipment (including IVD and/or visually based equipment) which performs a VI function, produces a VI product, or provides a VI service.